

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					DDS/OTR/SIWA-3		
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT		
Membership of staff members on committees					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
1		Annually		1			
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Memo		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DD/S 69-1146, 17 March 1969			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
DC/SIWA				0			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR	
15	\$12.80	1	=	\$12.80	1	\$12.80	
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
\$12.80							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Identifies non-teaching activities of faculty, related to participation in Agency and non-Agency committees and organizations. Most non-Agency committees and organizations are related to specific or general responsibilities as faculty members in SIWA.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain)		
					MAN-HOURS	DOLLARS	
					0	0	
16. DATE OF INVENTORY					18. EXTENSION		
18 Sept 1970					STAT		
DC/SIWA/OTR					STAT		